



Dragonfly Events

## Events Coordinator Volunteer Position

**Position Title:** Events Coordinator (Volunteer Position)

**Events:** Empowering Women in Business 2024 (EWB), Networking of Diversity (NOD) and other events in the professional, business and social spheres

**Organization:** Dragonfly Events Planning Ltd.

**Weekly hours:** 10-20

**Days and hours:** Flexible

**Location:** Remote / ConnexionWorks (1 Germain Street, Saint John)

**Duration:** October 15, 2023 - March 31, 2024

### Position Overview:

Dragonfly Agency is seeking a dedicated and passionate Event Coordinator/Assistant to contribute significantly to two of our upcoming events: Empowering Women in Business 2024 (EWB2024) and Networking of Diversity (NOD). These events serve as dynamic platforms, each with its unique purpose. EWB2024 gathers 300 women in business to foster unity, inspiration, and discussions on pivotal topics for business growth. NOD, on the other hand, provides a monthly space for new Johners to gain knowledge, motivation, and career advancement opportunities while fostering diversity and professional growth within the Saint John community. As the Event Coordinator, you will play a vital role in ensuring the success of these events by effectively managing and coordinating various aspects of event planning and execution.

### Key Responsibilities:

- **Event Planning (EWB2024):** Collaborate closely with the event planning team to organize and execute all facets of the EWB2024 conference, including logistics, scheduling, and coordination of event activities.
- **Event Planning (NOD):** Support the NOD event planning efforts by assisting in logistics, scheduling, and coordinating activities to create a welcoming and informative environment for newcomers.
- **Marketing and Social Media:** Foster ongoing engagement with the target audience and followers across various social media platforms. Interact with customers, respond to comments and messages promptly, and encourage meaningful conversations.
- **Communication:** Maintain regular communication with volunteers, event organizers, and stakeholders. Keep everyone informed about event updates, schedules, and any changes, reporting directly to the Executive Director and the Project Manager.



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- **Logistics and Supplies:** Coordinate logistics related to events needs, including attendees check-in/out, distribution of materials, and ensuring that all supplies and resources are readily available.
- **Problem-Solving:** Be prepared to address any issues or challenges that may arise during the events and find solutions to ensure a seamless event experience for both attendees and volunteers.

#### Qualifications:

- A strong commitment to EWB2024 and NOD's mission.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work well under pressure and adapt to changing circumstances.
- Previous experience in event coordination, volunteer management, or related roles is a plus.
- Knowledge of or interest in women in business, entrepreneurship, career development and related topics is preferred.

#### Benefits:

- Opportunity to make a meaningful impact on an event dedicated to empowering women in business and a series of events dedicated to new Johners' professional development.
- Access to the full program of the EWB2024 conference and NOD events.
- Networking opportunities with influential individuals in the business and empowerment sectors.
- Gain valuable experience in event coordination and volunteer management.
- Be part of a dynamic team committed to fostering women's leadership and entrepreneurship.
- Letter of recommendation/endorsement from the Dragonfly Events Planning organization.

If you are passionate about supporting women in business, promoting diversity, and possess excellent organizational skills, we invite you to apply for the Events Coordinator/Assistant position at Dragonfly Agency. Your contributions will be instrumental in creating successful and inspiring events that empower women entrepreneurs and newcomers in the Saint John community.

To apply, please send your resume and a cover letter (optional) to [events@dragonflynb.com](mailto:events@dragonflynb.com), explaining your interest in this role.

Join us in our mission to empower and inspire women in business and new Johners! Together, we can make a difference.